

INSTRUCTIONS FOR COMPLETING HOT WORK PERMIT

- Step 1.** The Permit Authorizing Individual (PAI) will visually inspect the hot work location and temporarily protect fire alarm components as necessary.
- Step 2.** If all requirements are adequately met, the Permit Authorizing Individual (PAI) shall approve hot operations by completing the Hot Work Permit and signing the permit.
- Step 3.** The Hot Work Permit will be maintained and posted at the worksite throughout the hot work.
- Step 4.** The Contractor and/or Employee performing the hot work is responsible for following the requirements on the Hot Work Permit.
- Step 5.** Once hot work operations are completed, and the ½ hour safety period has expired, the Hot Work Permit can be rendered invalid by the PAI.
- Step 6.** Once the permit is rendered invalid, the PAI shall verify all fire alarms and devices have been reactivated and made operable.
- Step 7.** All canceled Hot Work Permits will be forwarded to EHS via inter office mail or by FAX to (304) 293-7257 or email to timothy.dawson@mail.wvu.edu.

QUESTIONS CONCERNING THIS HOT WORK PERMIT
SHOULD BE DIRECTED TO
ENVIRONMENTAL HEALTH AND SAFETY
(304) 293-5784